



**City of Milwaukie
Employment Opportunity**

Police Records Specialist

Apply by: November 15, 2013

Status: **Full-Time 40 hours/week, Benefit eligible**

Hours: **Monday – Friday, general business hours; some flexibility in hours preferred**

Work location: **Public Safety, 3200 SE Harrison Street, Milwaukie, OR**

Department: **Police Records**

Salary: **\$3,155 - \$4,027 Monthly – Non Exempt, AFSCME Represented**

Benefits: **Family medical/dental/vision insurance; life/disability insurance; unemployment insurance; Social Security; PERS paid by employer, additional 2% of base salary placed in deferred compensation account, vacation, sick leave and holiday pay.**

The City of Milwaukie is seeking a detail oriented person to work in the records division of the police department. This position performs a variety of moderately complex clerical and administrative tasks in support of police functions. Duties include entering police records/reports, retrieving reports, criminal histories and driving records via specialized law enforcement data bases; provides information to citizens, other agencies and outside parties both in person and on the phone and officers in the field via radio, telephone and computer aided dispatch equipment. Performs receptionist duties for the police department and deals with material that is highly sensitive in nature. This position works with what are often highly disturbing police reports and the incumbent must be able to tolerate reading such information while adhering to confidentiality requirements.

Qualifications: Candidates must have a high school diploma or GED, however, an Associates degree in a related field is preferred. Must also have three years of related clerical work experience, be LEDS and Portland Police Data System (PPDS) certified at time of hire or obtain certification within six (6) months of hire. Candidates with direct experience may be given preference.

Selection Process: Applications will be screened to determine the candidates being invited to an interview. Preference may be given to those applicants who have direct and relevant education and/or work experience. Offers of employment are contingent upon successful completion of a pre-employment background screening, which may include a background check, drug screen and physical exam.

Application Process: All candidates must complete a City of Milwaukie employment application. Resumes may be included but are **not** accepted in lieu of an application. Application materials are available for download at www.cityofmilwaukie.org. Please mail your signed application materials to City of Milwaukie, Human Resources, 10722 SE Main Street, Milwaukie, OR 97222.

Immigration law notice: Only US citizens and aliens authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

Equal employment opportunity: All qualified persons will be considered for employment without regard for race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law.

Veteran's preference: Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for City of Milwaukie positions. If you are a veteran, or disabled veteran, and would like to be considered for a veteran's preference for the job for which you are applying, check the appropriate box on the application form. To qualify for veteran's preference, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement.

Minorities, women, and qualified individuals with disabilities are urged to apply. If you wish to identify yourself as an individual under the Americans with Disabilities Act of 1990 and will be requesting accommodation or assistance with any part of the application process, please notify Human Resources.

***Equal Opportunity/Affirmative Action Employer
Women and Minorities are Encouraged to Apply***